

New Sponsor Training

The Child and Adult Care Food Program staff will be presenting new sponsor training throughout the year for those organizations expressing an interest in participating on the program. Contracts and Applications must be received at a training session.

All training sessions will be held in our office building at **151 West Ohio Street, Indianapolis.** (Note: *This is not the Government Center or the State House.*) The training sessions will be conducted in the James Whitcomb Riley Conference Room. Participants must register at the main DOE reception desk and get a visitor's pass, which must be worn at all times while in the building. **A photo ID is required for admittance to the building.**

Please limit attendees to two per organization.

New Sponsor Training is scheduled for:

DAY	DATE	TIME (EASTERN TIME)
Tuesday	November 25, 2008	9:00 a.m. – 2:00 p.m.
Thursday	January 29, 2009	9:00 a.m. – 2:00 p.m.
Wednesday	March 25, 2009	9:00 a.m. – 2:00 p.m.
Tuesday	May 12, 2009	9:00 a.m. – 2:00 p.m.
Thursday	July 30, 2009	9:00 a.m. – 2:00 p.m.
Wednesday	October 21, 2009	9:00 a.m. – 2:00 p.m.
Tuesday	November 17, 2009	9:00 a.m. – 2:00 p.m.

Topics covered will include institution eligibility, the CNP Contract, record keeping requirements, and meal pattern requirements. **Attendance at a new sponsor training is mandatory for participation and is limited to 35 people per workshop.** Once the on-line registration is closed for a workshop, no further reservations will be available on-line or via e-mail or telephone.

Please register on-line at: <https://dc.doe.state.in.us/DOEOnline/Events/index.aspx>

YOU DO NOT HAVE TO LOG IN TO REGISTER FOR A NEW SPONSOR WORKSHOP.

SCROLL DOWN THE PAGE until you see this:

CACFP New Sponsor Workshop

Click EVENT INFORMATION for more detail on locations.

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[EVENT INFORMATION](#) | [REGISTER](#)

Click on REGISTER and complete the registration information. BE SURE TO SELECT THE DATE YOU WISH TO ATTEND. To register the second person, repeat the process. Be sure to print a copy of your registration confirmation—no other reminders or confirmation will be mailed or e-mailed.